

Health and Safety Policy

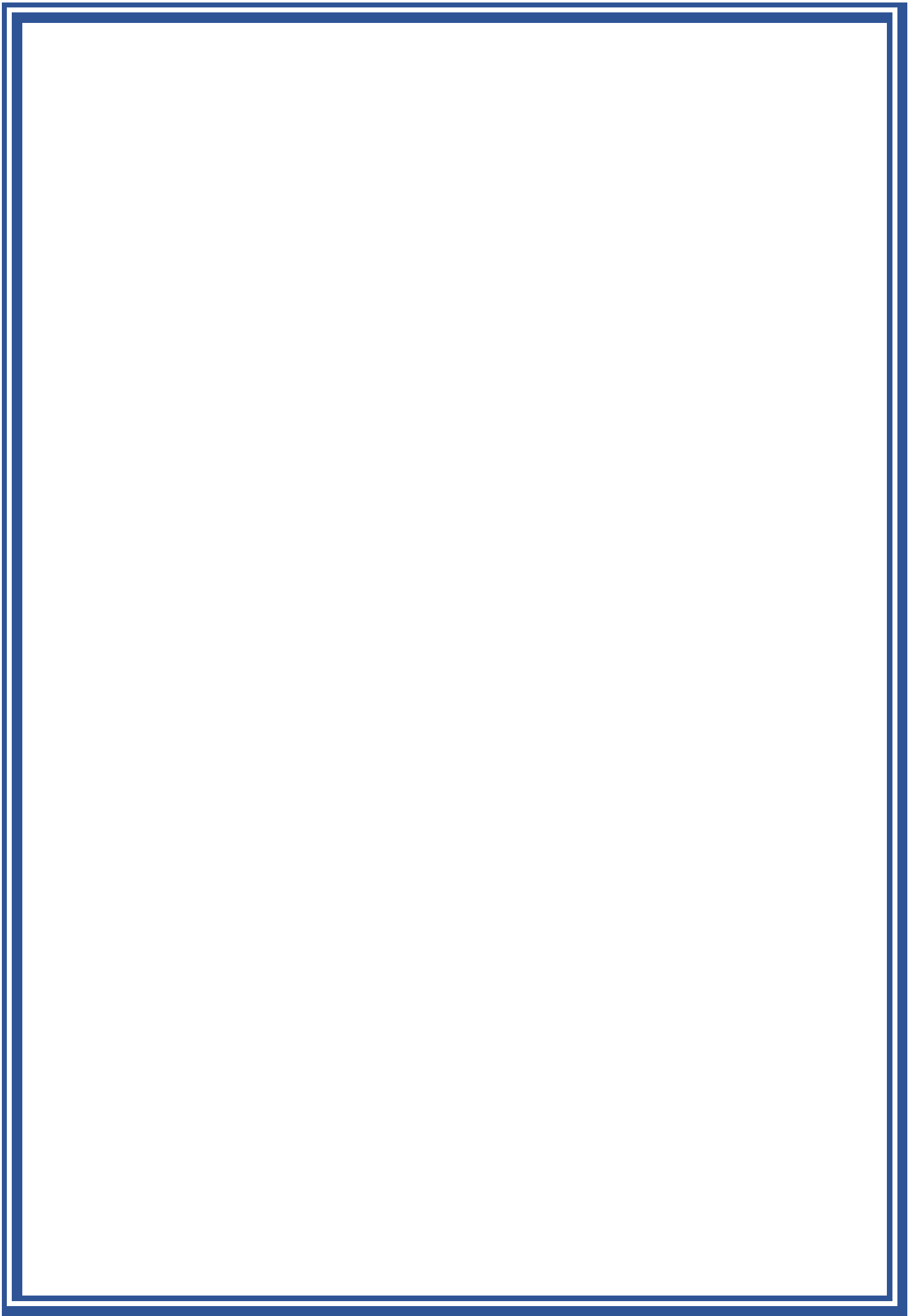


Lead	Patricia Gilmore
Head	Sandie Edward
Chair of Governors	Jeremy Hooper
Policy amended	November 2025
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1. Health & Safety: Statement of Policy

St. Philip's C of E Primary School ("the school") attaches the utmost importance to the safety, health and welfare of their employees, pupils and visitors. The school will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations.

The School Governors recognise their responsibility to provide a safe and healthy workplace and environment. Day to day responsibilities for that provision are delegated to the Headteacher

The School Management Team will take steps, so far as is reasonably practicable, to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the Schools' operations can work.

The Management Team will, together with the Schools' Competent Person, make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees/staff representatives with regard to health and safety issues. It will also provide the necessary safety devices, protective clothing and equipment. The School shall also take all reasonably practicable steps to ensure that all third parties utilised by the School adopt a similar policy.

It is essential for the success of this Safety Policy that all employees recognize their responsibilities under Section 7 of the Act in co-operating with management on Health and Safety issues and taking care of themselves and other persons whilst at work. In this connection the Governing Body reminds all staff of their own duties under Section 7 of the Health and Safety at Work Act namely:

- to take care for their own safety and that of other employees and pupils by their acts and omissions;
- to co-operate with the Headteacher and Competent Person so as to enable them to carry out their responsibilities
- not to interfere with or misuse anything provided in the interest of health and safety.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the School owes a duty of care, namely people pupils, parents, staff and visitors. To achieve these employees must:

- Obey all safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by risk assessments or instructions, or are otherwise appropriate.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to the Schools' Competent Person any hazards, potential hazards, defects in equipment and any shortcomings in the School work systems or procedures.

2. Delegated Responsibilities

The responsibility for the day to day implementation and monitoring of Sefton Health and Safety Policy lies with the Headteacher so far as is reasonably practicable.

However, the LA recognises that some of these duties may be successfully allocated to other members of staff; under guidance from the Headteacher.

At St Philips C of E Primary School, the following persons have been delegated specific responsibilities.

- **Circulation of Safety Information, Guidance, Codes of Practice issued by Sefton LEA**
– Mrs S Edward (Head Teacher & Schools Safety Officer) and Mr R Aindow (Premises Officer)
- **Accident Reporting** – Mrs P Gilmore (School Business Manager) & Mrs J Horsley (School Secretary)
- **First Aid Co-Ordinator** – Mrs J Horsley & Mr R Aindow
- **Safety Inspections** – Mrs S Edward/Mrs P Gilmore/Mr R Aindow

N.B. Each category may list more than one person and may be extended as required.

3. Health & safety Communication

A successful Health and Safety Policy relies heavily on effective communication channels to convey information concerning health, safety and welfare to all members of staff, governing bodies, safety representatives and visitors.

The School has identified the following forums as being the most appropriate to both disseminate and receive matters on health and safety: -

- Staff / Governors Meetings - Safety Inspection Report. Staff Memos/Staff Notice Board
- Newsletters to parents
- Text alerts
- Health & Safety Notice Board

All relevant Health and Safety Information, Guidance, Codes of Practice and associated literature are kept:

1. Head's Office- Governors Copy
2. School Reception
3. Staff shared drive

Emergency Contacts

In case of an emergency outside of School hours contact:

Mrs S. Edward – Headteacher	Tel: 07830 982982
Mrs A. Klaassen – Deputy Headteacher	Tel: 07958 108255
Mr R. Aindow - Premises Officer	Tel: 07854 309920

Useful Numbers

Name	Telephone Number
Sefton Security- Alarms	0151 9226107
Sefton Security – Engineer	0151 9344829
Services Manager:	0151 9344514 / 07973 368455
Maintenance Officer	0151 9342280 / 07968 427213
DBE Property Services	01254 958850
Southport Police	0151 7096010
School Nurse	0151 247 6354
Stuart Harrison – Diocese	0151 7099722
Health & Safety Governor	

4. Responsibilities

Governors

Governing Body has a direct responsibility for health and safety in the school. They will ensure the LEA are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. All these responsibilities are for the purposes of day to day management delegated to the Headteacher. Governors should, however, ensure that they:

- have received and understood the LEA and the School's own Health & Safety Policies.
- receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the School, the LEA or enforcement agency.
- are kept up to date with any new legislation, regulation or provision appertaining to school health and safety.

Governors will be expected to make reports on health and safety matters to: -

- the Governing body on a regular basis (at least annually).
- Sefton when requested to do so for the purposes of monitoring.
- Sefton's implementation of its own health and safety policy.
- Parents, through Governors' Minutes, Newsletters, etc.

The Headteacher

The overall responsibility for all school, health and safety organisation rests with the Headteacher who shall:

- set up arrangements in the School to cover all health and safety legal requirements.
- produce this statement of those arrangements and to bring it and the Sefton's statement, to the attention of all staff.
- be available to any member of staff to discuss health and safety problems not solved at a lower level or through the established arrangements.
- be available to any Trade Union appointed safety representatives and cooperate with them as far as is reasonable in their efforts to carry out their functions.
- To receive written reports from any such safety representatives and respond in writing within a reasonable time.
- establish a safety committee within three months of receiving a written request from two Trade Union safety representatives of the staff at the school.
- establish a suitable health surveillance program where appropriate.
- ensure that a system is established for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent reoccurrences.
- review from time to time the provision of first aid in the School the emergency regulations
- review regularly the dissemination of safety information concerning the school.

- recommend necessary changes and improvements in welfare facilities to comply with the Workplace Health, Safety and Welfare Regulations, 1992.
- report to the Governors all the matters relating to health and safety at the school necessary for them to carry out their responsibilities.
- appoint a School Health and Safety Officer from amongst the senior management staff.
- ensure that all staff have receive the appropriate training for the responsibilities they carry.
- co-operate with the Sefton appointed person (Health and Safety officer under Regulation 6 of the Management of Health and Safety Regulations,1992)
- ensure that they keep up to date with any changes in Health & Safety Legislation that may affect the school. This may be achieved by reference to guidance from the LEA

The School Health & Safety Officer and H&S Consultant

The School Health and Safety Officer shall:

- co-ordinate the whole school program of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation.
- carry out inspections of the school at least once a term and inform the Headteacher of any problems/deficiencies and ensure that the appropriate action is taken.
- set up and administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent reoccurrences. Report as necessary to the LEA and Governing Body.
- disseminate safety information within the School.
- ensure that new employees are briefed about safety arrangements and are given a copy of the School's Health and Safety Policy (this document) and the opportunity to read it.
- ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained.
- arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures.
- ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health.
- co-operate with the H&S consultant in carrying out and updating risk assessments.
- ensure that health surveillance for staff is provided when appropriate.
- ensure that they keep up to date with any changes in Health & Safety Legislation that may affect the school. This may be achieved by reference to guidance from the LEA

Teaching & Support Staff Holding Positions of Responsibility

All Staff shall ensure that they:

- are aware of their general responsibility for the application of the Sefton's and School's safety policy to their own department or area of work and are directly responsible to the Headteacher for the application of safety measures and procedures within that phase area of work.
- where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
- deal with any Health and Safety problems referred to them by a member of staff and refer to the Headteacher or Health and Safety Officer if they cannot resolve any of these problems.
- carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the School Health and Safety Officer.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employee and pupils to avoid hazards and contribute positively to their own safety and health at work.
- where appropriate, seek advice and guidance of the relevant Adviser or Officer of the Sefton.
- propose to the Headteacher or School Health and Safety Officer any requirements for safety equipment and welfare facilities.
- draw to the attention of the Headteacher or School Health and Safety Officer any recommendations for health surveillance.

All Employees

The Health and Safety at Work Act, 1974 and the Management of Health and Safety at Work Regulations, 1999 require every employee whilst at work to take reasonable care for the Health and Safety of themselves and of any other persons who may be affected by their acts or omissions at work.

All employees are expected to:

- know the special safety measures and arrangements to be adopted in their own working areas and ensure they are applied.
- inform the Headteacher or the School Business Manager of any training they feel they need to carry out their responsibilities.
- use and not willfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- co-operate with other employees in promoting improved safety measures in their school.
- co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or Public Health Authority.

Class Teachers

The safety of students, trainee teachers & work placements in classrooms is the responsibility of class teachers;

Teachers have traditionally carried responsibility for the safety of students when they are in charge. (This responsibility cannot be delegated to a student teacher).

If, for any reason, a teacher considers he/she cannot accept this responsibility he/she should discuss the matter with the Head before allowing practical work to take place.

Class Teachers are expected to:

- exercise effective supervision of the students and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out.
- know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- give clear instructions and warnings as often as necessary.
- follow safe working procedures.
- enforce the use of protective clothing, goods, special safe working procedures.
- make recommendations on safety equipment and on additions or improvements to equipment or machinery.
- regularly to check all equipment, protective clothing, furniture and their environment (heating, lighting, etc.,) and to report any defects to the Schools Health and Safety Officer.

The Pupils

The pupils are expected to:

- exercise personal responsibility for the safety of self and other pupils.
- observe standards of dress consistent with safety and/or hygiene (this includes the school 'jewelry' rules).
- observe all safety rules of the School and, in particular, the instructions of teaching staff given in an emergency.
- use and not willfully misuse, neglect or interfere with things provided for their own safety.

Visitors

Regular visitors and other users of the premises should observe the safety rules of the School. In particular adult volunteers helping out in School should be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

DBS Checks

The school adheres to LA and Government guidelines on DBS checks – see DBS file and procedures for DBS document.

5. Arrangements

First Aid

The Health and Safety (First Aid) Regulations, 1981 cover all employees, teaching and non-teaching in schools and education establishments. Although pupils and students are not covered by the Regulations in line with DES guidance first aid facilities and a sufficient number of trained persons will be available at all premises.

The school should have suitably equipped first aid boxes in easily accessible places, together with one in the School Office & Staff Room.

The school should have a De-Fib machine available and its location should be made aware to all staff.

Trained First Aiders

The staff who have all attended First Aid Course and hold up to date certificates are shown in appendix 1.

HSE Incident Reporting in Schools

Some incidents that happen in schools, or during education activities out of school, must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The duty to notify and report rests with the 'responsible person' – the Headteacher - Mrs. Sandie Edward or the Deputy Headteacher – Mrs. Alison Klaassen.

Under RIDDOR the School must report the following work-related accidents:

- work-related accidents which cause deaths
- work-related accidents which cause certain serious injuries (reportable injuries)
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm)

Reportable Injuries

- The death of any person as a result of an accident;
- Fracture other than to fingers, thumbs or toes
- Any accident resulting in the amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal damage
- Any other injury leading to;
- Resuscitation or requiring admittance to hospital for more than 24 hrs.
- Loss of consciousness caused by head injury or asphyxia.

Over-seven-day injuries to workers

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident)

Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Reportable Diseases

See Health and Safety file and HSE information sheet

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Procedures for Pupils

Details of minor injuries to be entered in the accident book.

You need to report an accident that happens to someone who is not at work, e.g. a pupil or visitor if:

- The person involved is killed or taken to hospital
- The accident arises out of or in connection with the work activity

Sports Activities

Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are reportable.

Playground Incidents

Playground accidents due to collisions, slips, trips and falls are not normally reportable unless they happen out of work or in connection with work, e.g. because of:

- The condition of the premises or equipment
- Inadequate supervision

For further details see: www.riddor.gov.uk

Dangerous Occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor.

Further advice can be obtained from:	
ARC Single Point of contact Number	0151 922 6107
Emergency Planning manager	0151-934-2291
SSD Emergency planning officer	0151-034-5745
Emergency Planning Team	0151-934--2187
Gas (Transco)	0800 111 999
Electricity (Scottish Power)	0845 272 2424 or 0845 272 7999
Water (United Utilities) Leaks	0800 330 033

Fire Precautions

Please see separate fire safety policy

Fire Risk Assessment

Please see separate fire risk assessment document

Asbestos

Please see separate asbestos policy

Legionella

Please see separate legionella policy

Manual Handling

Please see separate manual handling policy

Risk Assessments

Please see separate risk assessment policy

Working at Height

Please see separate working at height policy

E Safety

We have a responsibility to protect the privacy of the children in the school. We operate the following policy on the school's website;

- Where pupils are named, only their Christian names are given
- Where a pupil is named, no photograph of that pupil is displayed
- Where a photograph is used which shows a pupil, no name is displayed

Within the class file, a record is kept of those children whose parents have not given permission for their photos to be used.

By observing these points, the school ensures that visitors to the website cannot link images of pupils to names of pupils. When choosing photographs for the website, the school is mindful of the way pupils appear in them.

The Internet connection also has appropriate firewalls in place. We will also provide suitable information / training for pupils, parents and staff to ensure they are aware of dangers. See E Safety Policy.

Electrical Safety

The Electricity at Work Regulations (1989) imposes duties on employers, employees and self-employed persons to ensure that: -

- Electrical systems are constructed and maintained so as to be safe;
- Electrical equipment is capable of isolation;
- Work is carried out on or near a live conductor only under specified conditions;
- No person is engaged in any work activity involving electricity unless they possess adequate technical knowledge or experience or are under adequate supervision as appropriate.
-

Following the introduction of the Regulations, the Health and Safety Executive issued a revised edition of Guidance Note GS 23 Electricity Safety in Schools. The advice given includes the following points: -

- The fixed electrical circuits, etc., within the school should be inspected and tested at least every five years by a competent person.

- Where wiring is subject to damage and abuse (e.g. surface wiring in temporary classrooms) and in external areas such as greenhouses it should be similarly inspected every three years.
- Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied.
- Schools should keep a register of all electrical equipment and it should not be possible for apparatus previously discarded as defective to slip back into use.
- Home-made or modified equipment should be inspected and tested by a competent person before use.
- All electrical equipment operating at over 50 volts should be visually checked each term and any defective items rectified.
- Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person each year.
- Any double insulated equipment (i.e. no exposed metal casing) should be visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.
- Where equipment is used outside the building via flexible cable a residual current device (RCD) should be used in the supply circuit. (RCD's work by sensing any difference in the current flowing in the two power supply lines. If, because of an insulation failure, damage etc. an additional current flow to earth from either line, possibly via a person, the power is switched off in a fraction of a second. The trip sensitivity is predetermined; up to 30 mA will provide protection against electrical shock to earth. RCD's do not, however, provide any protection against a shock caused by connection between live and neutral).

Portable Appliance Testing

The Electricity at Work Regulations (1989) require employers to maintain electrical equipment used at work so that it stays safe.

Nothing is laid down in the law concerning how often equipment is checked, the frequency of testing will depend on the type of equipment, whether it is fixed or portable, the manner and frequency of use.

All equipment will be subject to an initial visual inspection as follows: -

- Check equipment casing/body for signs of damage i.e. cracks, holes, that may give rise to a breakdown of insulation.
- Check mains supply cable for signs of damage or wear that may compromise insulation.
- Check mains supply plug for damage to the pins, cover or cable clamp.
- Check the point of cable entry to the equipment: -
 - -this may be a grommet or clamp entry
 - -this may be a plug and socket
- Check on/off switch for signs of damage or incorrect operation.
- Open up mains plug, check security and polarity of wiring. This test is particularly important if equipment is regularly used.
- The responsibility for ensuring that visual checks are carried out prior to the use of electrical equipment rests with staff using them

All electrical faults will be reported by Mr. Booth (Premises Officer)

Electrical testing where the need for such has been identified must be carried out by a competent person. This may be a Technician, who has been trained in the use of adequate test equipment, or a suitably qualified electrical contractor.

6. Control of Substances Hazard to Health Regulations 2002 (COSHH)

The COSHH Regulations require employers to assess the risks to the health of employees and others affected by the use of hazardous substances.

A COSHH risk assessment looks at the ways in which the use of a substance(s) can give rise to harm and the steps required to reduce that harm. The duty to carry out such assessments will normally rest with the Business Manager through the responsibility may be delegated to another person. In all but the simplest of cases the assessment must be recorded.

General teaching COSHH risk assessments have been drawn up by CLEAPPS for most substances in use in school teaching. For other substances not covered by these assessments, such as those used by cleaners, facilities and catering, an assessment must be completed.

Appendix 1 – Schedule of Training

Trained First Aiders

Staff Member's Name	Role	Date of Training	Training due for renewal
Mrs Horsley	School Secretary	February 2025	February 2028
Mrs Gilmore	School Business Manager	September 2025	September 2028
Mr Aindow	Premises Officer	September 2025	September 2028
Mrs Edward	Head Teacher	February 2023	February 2026
Mrs Klaassen	Deputy Head Teacher	September 2025	September 2028
Mrs Cooper	Deputy Head Teacher & Class Teacher	September 2025	September 2028
Mrs Bond	Class Teacher	February 2023	February 2026
Mrs Booth	Teaching Assistant	February 2023	February 2026
Mrs Brookes	Welfare Assistant	September 2024	September 2027
Mrs Clayton	Teaching Assistant	September 2024	September 2027
Mrs Croxford	Teaching Assistant	September 2024	September 2027
Mrs Day	Teaching Assistant	September 2024	September 2027
Mrs Edwards	Teaching Assistant	September 2024	September 2027
Mr Highton	Class Teacher	February 2023	February 2026
Miss Houghton	Class Teacher	February 2025	February 2028
Mrs O'Neill	Welfare Assistant	September 2024	September 2027
Mrs Parsons	Class Teacher	November 2023	November 2026
Mrs Rimmer	Teaching Assistant	February 2025	February 2028
Mrs Rothwell	Teaching Assistant	September 2025	September 2028
Miss Samuel	Class Teacher	September 2024	September 2027
Mrs Wareing	Teaching Assistant	September 2024	September 2027
Mrs Westby	Teaching Assistant	November 2023	November 2026
Mrs Wright	Class Teacher	February 2023	February 2026

Risk Assessment Training

Rory Aindow

Patricia Gilmore

Legionella Training

Rory Aindow

COSHH Awareness

Rory Aindow

Fire Safety Training

Rory Aindow

Patricia Gilmore

Fire Warden Training

Rory Aindow

Patricia Gilmore

Jayne Horsley

Alison Klaassen

Emma Cooper

Manual Handling Awareness

Rory Aindow

Asbestos Awareness

Rory Aindow

Patricia Gilmore

Working at Height

Rory Aindow

Defibrillator Training

Sandie Edward